UNITED NATIONS

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Secretariat

ST/IC/1992/69
3 November 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1993 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (FRENCH)

1. A competitive examination for the post of French Language Coordinator at the P-2 level will be held on 3 February 1993 in New York, Geneva, Vienna and other duty stations depending on the number of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for French Language Coordinator in the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. The examination is open to all staff members at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Vienna and the regional commissions, who meet the necessary requirements. However, if the number of qualified applicants is not sufficient (i.e. at least three), the examination will be postponed. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination.

3. Staff members applying for the examination must:

(a) Have French as their main language; 1/

(b) Be fluent in English. Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who

enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(c) Hold an advanced university degree in language teaching methodology or applied linguistics with special emphasis on the theory and practice of teaching French as a second or foreign language to adult learners; advanced university degrees in linguistics or education may be considered. A first-level university degree and five years of continuous language teaching in the United Nations may also be considered;

(d) Have at least five years' experience teaching French as a second or foreign language to adults, preferably in a work-related setting;

(e) Experience in curriculum development and background in teacher training and supervision is highly desirable;

(f) Computer and word-processing knowledge is an advantage.

4. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The decision of the Board is final.

5. The written examination consists of the following three parts:

Part 1. Essay questions dealing with language teaching methodology and curriculum design (two hours);

Part 2. One essay question dealing with teacher supervision and classroom observation (one hour);

Part 3. Several practical problems related to student counselling and teacher supervision (45 minutes).

The use of reference material is not permitted during the examination.

6. On the basis of results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second part of the examination. This will normally take place six to eight weeks after the written examination. In the second part of the examination candidates will be asked to observe and evaluate a language class. The Board of Examiners will review and discuss with the candidate the results of this observation. The candidates will then be placed in small groups which will be required to perform a specific task. Through this

exercise the candidates' ability to function as part of a team will be evaluated. The Board will then interview each candidate in order to assess personal qualities, professional experience and ability to work as a team leader.

7. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

8. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the Training Service with a special post allowance to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

9. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management will be confirmed in their functions of language coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

10. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office not later than 31 December 1992:

Competitive Examination for Language Coordinator (French)
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, N.Y. 10017

11. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty station before 31 December 1992, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1993 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (FRENCH)

INDEX NO. 1/ / / / / / /

LAST NAME / / / / / / / / / / / / / / / / Category / / / Level / / /

FIRST NAME / / / / / / / / / / / / / / / / Sex: Male / / Female / /

Date of entry on duty: Month / / / Year 19 / / /

Type of contract: _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes / / in 19 / / / No / /

If yes, which examination(s)_____

What is your main language? 3/ /

A. Knowledge of other languages 4/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

/...

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications 5/

Name of institution, Place and country	Language of instruction	Attended from/to month/year month/year	Degree 5/ or equivalent	Main field of study

D. Describe work experience (giving dates and length of time) in French language teaching, curriculum development, teacher training and supervision as well as in word-processing and computers.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

/...

Notes

1/ Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

2/ Please indicate Department/Office, e.g., OGS, STEENRD, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

4/ In accordance with paragraph 3 (b) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

5/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

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Secretariat

ST/IC/1992/70
3 November 1992

INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1993 COMPETITIVE EXAMINATION FOR ENGLISH INTERPRETERS

1. A competitive examination for English interpreters will be held in March 1993 in New York, London, Vienna and other locations according to the number and location of qualified candidates convoked for the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for English interpreters will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in the examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the English Interpretation Section, Interpretation and Meetings Division, Office of Conference Services of the United Nations Secretariat in New York. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe and Latin America according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

(b) Have a perfect command of English and an excellent knowledge of French and Russian. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields OR hold a university degree from a recognized school of interpretation.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into English from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Interpretation into English from recordings of four speeches delivered in Russian (approximately 5 to 10 minutes per recording).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the examination. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty station, and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who

are invited for an interview should NOT assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as English interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 4 JANUARY 1993, to:

Competitive Examination for English Interpreters
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, N.Y. 10017

12. Staff members from offices away from Headquarters should submit their applications directly to the Recruitment and Placement Division through the chief administrative officer or director of administration of their respective duty stations before 4 January 1993, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

/...

APPLICATION

1993 COMPETITIVE EXAMINATION FOR ENGLISH INTERPRETERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)_____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and location)

/...

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution, Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution, Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equiv. 6/	Main field of study

/...

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

_____
_____
_____
_____
_____
_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1992/70 and I understand that, if I am successful in the competitive examination for English interpreters and recommended for inclusion in the roster, my assignment as an English interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DESD, OGS, STEENRD, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1992/70.

6/ Give exact name and title in original language. Do not translate or equate.